Present: Eric Alexander, Christopher Bianco, Brette Boesel, Steve Card, Keith Harmon, Alex LaVallee, Adam Leonard, Caitlin Sommers, Kaylie Gladwell, Rebecca McLean, Jaden Moon, José Rios-Sanchez, Sara Wilson, Debbie Curry (recorder)

Absent: Ichi Kwon, Steve VanderStaay, Raquel Vigil

Guests: Chelsea Smiley (Western Front), Megan McGinnis

Members Not Yet Appointed: Faculty representative (voting member)

Jaden called the meeting to order at 8:03 am.

Approval of Minutes
Committee members reviewed the minutes of the 4/17/2018 meeting. No corrections were made to the minutes. Keith motioned to adopt the minutes as reviewed. Kaylie seconded the motion. The motion passed unanimously.

S&A Fee Budget
Jaden directed the Committee’s attention to three handouts provided for today’s discussion. Sara provided an overview of the first handout which outlines the various steps and financial allocations for the distribution of S&A funds in the current fiscal year. These figures were reviewed to provide background information as the committee examines the remaining handouts.

Jaden directed the committee to the second handout which highlighted two different projection scenarios for allocating funds, the first using figures the committee used during budget presentations and the second using a 6-year weighted average. Steve provided a detailed explanation of this document including the methodology used to arrive at the final figures. The first scenario would leave a short fall of $56,158 and the second scenario would leave a shortfall of $35,927. Steve added he feels the percentage of shortfall in both scenarios can be easily managed by departments with minor adjustments given the overall size and scope of the budget.

Sara confirmed the format used to present to the Board can be determined by the committee provided that we include all of the information outlined in committee guidelines. Sara also outlined the timeline of expectations moving forward: The Committee will wrap up in a couple of weeks (last meeting is May 8), Sara has drafted a document which will be completed once numbers are final and, according to S&A Fee Committee guidelines, presented to the VPESS by the 3rd week of May, who will review, approve and accept the document or reject and return it, in which case the committee will have a period of time to reach a mutual conclusion with the VPESS. Once the VPESS has issued a memo approving the budget it then moves forward to the June Board meeting where Jaden will present the committee’s recommendations to the Board.

Sara noted that she has been keeping the VP updated on the progress and decisions of the committee, including the decision last week to adopt a 4% increase to the non-bond funded components of the fee.
Sara also explained the meaning of ‘actual’ numbers which Steve referred to in explaining the projection scenarios. S&A fees are distributed to constituent areas on a quarterly basis; we have the actuals for this past fall and winter and the spring actuals should be known within the next week.

The third document provided a summary of the total requests by constituent area for the academic year, for summer 2018 and the two combined. Sara noted that there are still some unknown pieces of information to finalize our understanding of summer 2018 allocation and a couple of calculations that appear to be errors in need of correction Those items are noted in red on the document.

Sara pointed out the figures directly under the second chart showing the Student Credit Hours (SCH) for summer; should they remain ‘flat’ would produce more revenue than anticipated and provide an overage in revenue for the summer that would offset the deficit budget for the academic year. Sara urged the committee to correct her should they find an error in her calculations.

Sara informed the committee that the Health Services Fee is going to a $7 increase, so Health Services fees and S&A fees (at a 4% increase) will be the two most impacting to students – the rest are either not changing or are fairly small percentage increases.

Eric commented to Steve that he could see the good in both scenarios he presented, but wonders if the committee shouldn’t consider the better play for long-term meaning what starting point figure to adopt. Steve explained that he feels the committee could hold tight for final allocations, as a starting point, or use what’s been calculated for today. He didn’t feel there would be a big difference with moving forward with what’s presented today, because the percentage difference was so minor. Sara confirmed that the Board is used to that kind of presentation, knowing we can’t deal with actuals ever – we are dealing with our best guess. The other option the committee has is to deal with actual cuts, make them now while at this table, as opposed to dealing with the percentages.

Steve inquired what percentage was requested last year – Sara indicated it was 2.2% coupled w/tuition. Steve commented that for perspective, a 2.2% increase in dollars would be 157,000-177,000 of new money. We are increasing by 4%, we’re asking for 303,000 – the point being that we’re going to be close in meeting our full request.

Eric reminded Jaden when he presents to the Board how important it is to inform the Board about the minimum wage increases; it’s not just 4% this year, but will take a few years to maintain the increases that are mandated and the importance of telling that story. Sara agreed, adding she will be including that information in the committee’s narrative as well as the fact that in 2020 Western will be facing another wage increase of $1.50 per hour. Eric also added that this request means we are just maintaining, not adding services – Sara agreed stating she will include the fact we are basically just meeting base requirements.

Sara asked the committee if they wanted to have further discussion today or wait for spring figures next week, reminding the committee of the timeline - the final meeting to be held May 8. Sara also explained that because this will be the final meeting, the minutes must be taken for that meeting in real-time and approved prior to the end of the meeting, Sara also shared she will not be in attendance at the meeting May 8.

There was no further discussion at today’s meeting.

**Meeting Adjournment**
Jaden moved to adjourn today’s meeting, Keith seconded the motion. The meeting was adjourned at 8:34am.